

(3rd & 4th lines)

~~CONFIDENTIAL~~

MEMORANDUM:

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6 July 1969

(8 spaces)

1. PERSONNEL OFFICE RESPONSIBILITIES

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a. The Personnel Office is responsible for performing the following functions with respect to procurement, processing, position classification and termination of personnel:

(12 spaces)

- (1) Maintaining a current record of authorized vacancies and approved requisitions.
- (2) Establishing priorities for recruitment on an agency-wide basis.
- (3) Maintaining constant contact with potential recruitment sources.
- (4) Contacting and negotiating with individual applicants for employment.
- (5) Coordinating with Inspection and Security in connection with initiating and expediting security clearances for prospective employees.
- (6) Approving personnel actions.
 - (a) Final authority is delegated to the Personnel Officer to approve actions for grades GS-5, GS-12, and below.
 - (b) Authority to approve actions for grades GS-13, GS-6, and above shall remain with the Executive.
- (7) Classification and allocation of positions to appropriate service, grade and class, and for determining rates of pay applicable to positions not subject to the provisions of the Classification Act.
- (8) Processing all personnel actions including appointments, intra-agency transfers, promotions, demotions, within-grade promotions, and separations.
- (9) Providing an employee relations program to protect and stimulate employee interest and to serve as a medium for management-employee relationships.

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